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Mr. Dulles:

General Clifton advised Ting Sheldon that the President prefers that papers sent to him be double-spaced. I have so notified all the Deputies, the IG, and our secretaries.

Ting also said that Clifton commented that he thought it would be helpful if we could keep our memoranda, reports, etc., down to about two pages. Ting added, however, that he feels this is Clifton's own idea.

JSE
10 Feb 61

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